

State of Michigan



**Twenty Second Judicial District Court**

27331 S. RIVER PARK DRIVE  
INKSTER, MICHIGAN 48141

TELEPHONE (313) 277-8200  
FACSIMILE (313) 277-8221

**HON. SABRINA L. JOHNSON**  
CHIEF JUDGE

**22nd DISTRICT COURT – CITY OF INKSTER**  
**JOB DESCRIPTION**

**Application Deadline: May 31, 2013**

---

**JOB TITLE:** District Court Administrator/Director of Probation  
**REPORTS TO:** District Court Chief Judge

---

**SUMMARY**

Manages and directs all non-judicial functions of the District Court. Activities include directing a staff responsible for processing civil, criminal, traffic case and providing probation services and court security. Responsible for personnel management, case flow management, fiscal management, program planning, facilities management, jury utilization and other administrative functions.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

- Directs activities of staff engaged in performing case processing and probation functions for the court and is responsible for personnel and labor relations functions, including hiring staff, providing staff orientation and training, assigning work, evaluating work performance, disciplining and dealing with employee relations issues, including negotiating union contracts.
- Establishes and maintains sound financial controls. Coordinates audits of the court's financial records and controls, reviews audit findings with auditors and the chief judge, and ensures that audit recommendations are implemented.
- Prepares budgets for judicial review and approval, presents budgets to funding unit, authorizes and monitors budget expenditures, and works with funding unit, state and federal officials regarding budget and related financial matters.
- Manages financial transactions ensuring that receivables, expenditures and disbursements are processed as required in accordance with accepted financial controls. Addresses and corrects any collection, disbursement and accounting related irregularities.

- Oversees case processing activities, including the filing of all legal documents, ensuring the proper custody, maintenance, storage and disposal of court records.
- Develops and implements an effective case flow management system to ensure cases are processed in accordance with case flow management guidelines and standards. Confers with and coordinates the resolution of case flow management problems with other court staff and judges.
- Meets regularly with judges and/or court staff to discuss and resolve operational problems and issues, discuss and explain policies and procedures, recommend corrective action and to present proposed policies and procedures.
- Researches and evaluates legislation, court rules and court operations. Develops and implements case flow, case processing, security, and program policies and procedures to ensure court operations are in compliance with applicable statutes and court rules, enhance services to court patrons, and to facilitate effective case processing services.
- Advises staff of legal and procedural impact of new statutes, court rules and court opinions.
- Serves as liaison to county officials, local bar association, state and federal agencies, legislators, community agencies, news media, schools and colleges, and other agencies and organizations. Explains court functions and programs, discusses legislation, explains court policy and procedures, addresses complaints and service issues, and coordinates services and programs.
- Oversees jury utilization for the court, ensuring that adequate juror pools are available and jurors are summoned. Oversees the preparation of payment vouchers for witnesses and jurors.
- Compiles court activity statistics and prepares reports containing caseload, financial and related information. Analyzes case activity, including trends, and projects future staffing, information system and facility needs.

---

## QUALIFICATIONS

**Education:** Bachelor's degree in business administration, public administration, psychology, criminal justice, or other related field. Post-bachelor's degree course work desired.

**Experience:** Three to five years of progressively more responsible or expansive experience, one of which must have been in a lead work or supervisory capacity in a court or related setting. Prior Court Administrative and Probation experience desired.

**To Apply:** Please send your cover letter and resume to Carmilla Bourn, Interim Court Administrator, [cbourn@districtcourt22.com](mailto:cbourn@districtcourt22.com). If you are unable to send applicant material electronically, please mail to : 22<sup>nd</sup> District Court, 27331 S. River Park Drive, Inkster, MI 48141- Attn: Carmilla Bourn.